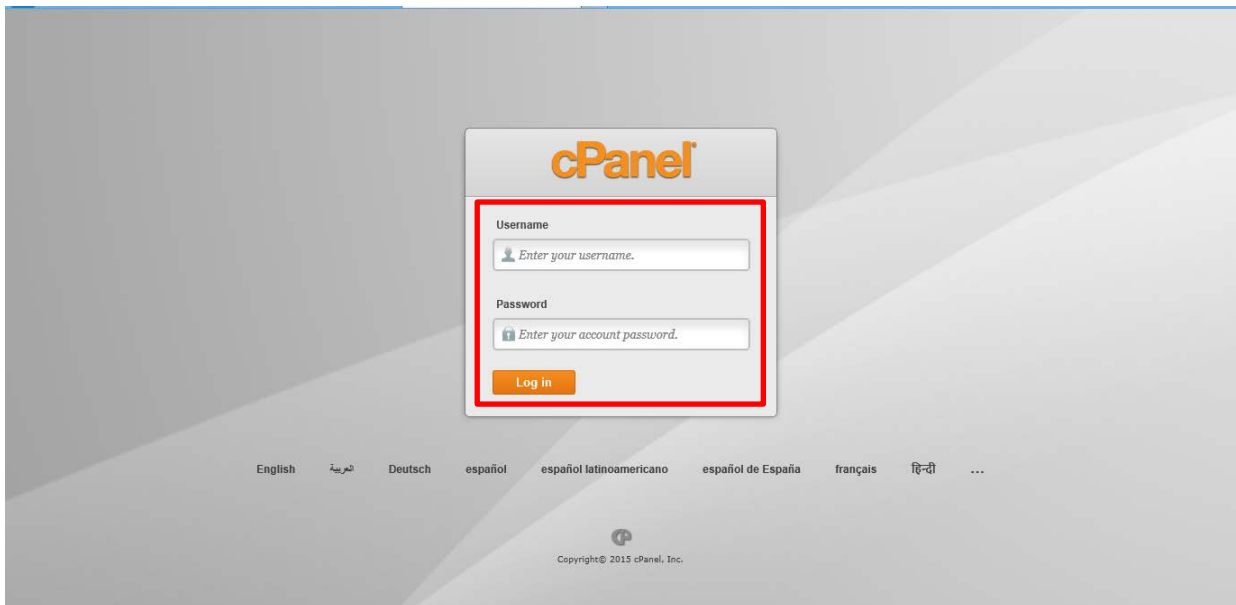# File Manager

All TST hosting packages have their own file manager which allows you to upload, delete and move your files without having to re-upload your files via FTP every time. You can even manually edit your files straight from within your hosting package. This guide will provide you with all the information you need in order for you to manually upload files to your web hosting server through the file manager.

First of all you need to log into your TST Web Hosting account by typing in the address of your website into the address bar in the following format **http://www.mywebsite.co.uk/cpanel** then select the go button on the right side of the address bar. This will result in the web hosting control panel login page being loaded within the web browser.



To log in to the web hosting control panel you need to enter your TST hosting account username and password into the input boxes then select the log in button. This will result in your control panel being displayed within the web browser window.



Position the mouse pointer towards the file manager button within the files section of the web hosting control panel. Then select the file manager button with the left mouse button in order to load the file manager. This will provide you with the ability to upload a file, create a folder, delete a file or folder, rename a file and change a file's permissions.

The File Manager displays your files based upon the folder structure they are in. The folder structure is collapsible, allowing you to organize your files and folders exactly how you want to. There are is also a toolbar at the top of the page which controls all of the actions you can carry out within the file manager.
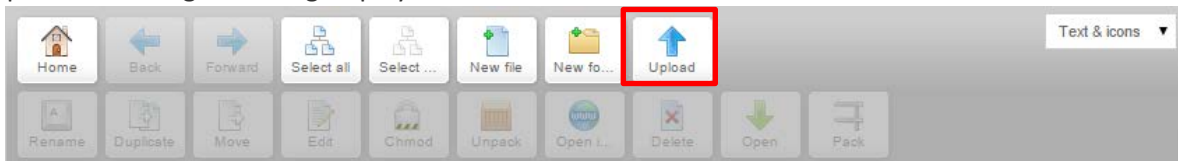


Back

If you prefer, use the drop down menu next to the toolbar to change the display from just icons to icons and text.

Some of the most useful icons to note are:

- Home - This takes you back to the top of your file path.
- Go Back - This takes you back a step within your file path.
- Go Forward - This takes you forward a shot within your file path.
- Select All - This selects all the files in the current window.
- Select None - This deselects all files.

In order to upload a file to the web server you need to position your mouse pointer towards the upload button on the file manager toolbar. Then select the upload button which will result in the upload file dialog box being displayed.



Select the "Choose Files" button to open the file browser window providing you with the ability to manually select the file that you wish to upload to the web server. After you have specified the location of the file you need to click on the upload button. This will result in the file being uploaded successfully to the website being displayed within the file manager graphical user interface.